



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-MICHIGAN
44370 N. Jefferson
Selfridge, Michigan 48045-4941

ANNOUNCEMENT NUMBER 24-05

SEASONAL - FLEXIBLE

DUTY SCHEDULE: IRREGULAR

OPENS: April 5, 2005

CLOSES: April 21, 2005

TITLE: RECREATION AID, NF-0189-01

AGENCY: U.S. Army Garrison-Michigan (SANG)

LOCATION: MWR FUND, **Golf Operations**
Selfridge ANG Base, MI 48045

SALARY RANGE: \$5.15 – \$12.18 PH

DUTIES: Issues tools, equipment and games to authorized customers. Checks identification, collects fees when appropriate, and completes appropriate documentation. Receives returned items, inspecting for obvious damage and missing parts. Checks inventories and supplies. In a recreation facility, assists in directing patrons, scheduling the use of courts, lanes and equipment. Participates in and directs games and social events. Decorates party rooms and maintains the cleanliness of assigned work areas. In arts and crafts programs, demonstrates simple techniques. Provides facility and program information to patrons. Assists with simple repair and maintenance.

CONDITION OF EMPLOYMENT: Electronic Fund Transfer (EFT) of paycheck is mandatory. (Environmental requirements, licenses, background checks, etc.)

WHO MAY APPLY: Any qualified person who meets the qualification requirements below.

QUALIFICATION REQUIREMENTS: No experience required.

HOW TO APPLY: 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433) or submit a Resume. The announcement number **24-05** must be written in block number (3) of the DA 3433 or written on your resume. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders.

3. Attach copies of all college transcripts to the application (if applicable).

4. Attach all forms together and mail or deliver to the following address:

U.S. Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Human Resource Office
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson

Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number: (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE BASIS.